

Pers. 2

DD/C

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EO-3001

This Notice Expires 31 December 1956

25X1A

25X1A

PERSONNEL  
1956

OCT 13 1956

## LEAVE

## ABSENCE FOR VOTING

Employees are reminded of Agency policy with respect to excused absence for voting as contained in paragraph 9 of  LEAVE:

25X1A

- "a. Insofar as may be practicable without interfering seriously with production, employees who desire to vote at communities where they maintain voting residence, except where voting by absentee ballot is permitted, will be excused for that purpose, without charge to leave, for a reasonable time on all election days. Further, employees who will be voting in jurisdictions which require registration in person will be excused for that purpose, without charge to leave, for a reasonable time during the registration periods specified by the jurisdiction in which they will vote. Such authorized absence should not exceed the time actually required to vote or register, as the case may be and in no event shall it exceed one workday for each election or registration period.
- "b. In those cases when an employee requests additional leave for voting or registration which will require longer than one day in order to enable him to go to his legal residence to vote or register, permission will be granted whenever practicable and the period of absence in excess of one day will be charged to annual leave or, if annual leave is exhausted, to leave without pay."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

(signed) H. Gates Lloyd

H. GATES LLOYD  
Acting Deputy Director  
(Support)

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Approved For Release 2002/06/28 : CIA-RDP78-04718A002100210013-3

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed Notice No.   (Job #1795-A-TT)

58-3601

FROM:

Acting Chief, Regulations Control Staff

NO.

DATE

10 OCT 1956

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

General Counsel  
221 East

25X1A

2.

Deputy Director (Support)  
121 East

OCT 13 1956

*Ng 2/1*

Proposed   initiated by the Office of Personnel, received DD/S approval for further coordination by RCS. Concurrences have been received from the Office of the Comptroller and the Office of the DD/P.

1. Request concurrence and forwarding to DD/S for authentication.

CONCUR:

FOIAb3b

6.

 

*12 Oct 56*  
Date

*for* General Counsel

2. Request authentication and return to this Staff for publication.

PLEASE EXPEDITE

10.

DD/S Distribution:  
~~Orig - RCS~~

11.

1 - DD/S subject  
1 - DD/S reading  
1 - ADD/S

12.

13.

*DD/S file copy*

14.

15.

Document No. *10*

No Change in Class. ☒

☐ Declassified

Class. Changed to: TS S C

Next Review Date: *12 Jan 79*

Auth.: HR 70-3

Date: *12 Jan 79*

By: *016*

FORM  
1 DEC 55

610

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EDITIONS

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